


*Reports (weekly)*  
~~SECRET~~  
RECORDS MANAGEMENT DIVISION

Chief, Management Staff

30 June 1954

Chief, Records Management Division

Weekly Report - Week ending 30 June 1954

  
signed a contract on 28 June 1954 for construction of the  
new Records Center. The contractor is on the site and will  
proceed with construction immediately.

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Report for Week Ending 29 June 54 from  
Records Systems Branch

Project 4-76 - Records Management Survey, Medical Office

No change from previous report. Project is approximately 75% complete.

Project 4-79 - Records Management Survey, FBID

Project is continuing and is approximately 88% complete.

In the last week the inventorying of all records of the Division was completed with 64 items totalling 1058 linear feet being listed. A control schedule is now being prepared. Twelve feet of records were transferred to the Records Center and four feet were destroyed on the job.

The use of standard folders and guides in FBID overseas stations has been started. Favorable comments were received [redacted] Another officer about to leave for a station [redacted] proposes to take along a supply of the folders and guides because of the difficulty he may have there in obtaining them later.

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Project 4-80 - Agency-wide Microphotography Survey

No change from previous report. Project is approximately 7% complete.

Project 4-81 - Security Desk Trays

No change from previous report. Project is approximately 86% complete.

Project 4-82 - Filing System-Handbook for the Subject Classification and Filing of Correspondence Records- HB 40-150

No change from previous report. Project is approximately 97% complete.

Project 4-83 - Vital Materials Deposit Schedule for All Offices

Previously established Vital Materials Deposit schedules are now being reviewed with the respective Area Records Officers. Most of these schedules have been in effect approximately a year and some additions and deletions are anticipated. Upon completion of this review a signed copy of each schedule will be placed in the Repository.

Project 4-84 - Vital Materials Microfilm Projects

Microfilming of the OCD/BR dossiers continues. This project is approximately 45% complete.

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Project 4-96 - Vital Materials Handbook

No change from previous report. Project is approximately 5% complete.

General Information

25X1 [redacted]  
purpose of inspecting their Vital Materials deposits.

A proposed notice and accompanying memorandum to the DD/A providing for the establishment of a standard heavy duty folder# were forwarded for approval.

A memorandum addressed to the Supply Division, Logistics Office requested stock status information on approximately 264 different types of file cabinets. This information will be used in estimating the volume and growth of Agency records, in effecting standardization of filing equipment, and to identify the major file areas where application of Records Management principles should be pressed.

25X1 Follow-up was made with Logistics to determine the action being taken on a request from ORR for the procurement of special printing equipment for the reproduction of maps at the Repository. As a result of this follow-up a meeting was scheduled [redacted] of the Logistics Office with [redacted] of ORR and representatives of this office. 25X1

A copy of a recently issued Navy Handbook "A Guide Simplifying Mail Operations" was received for consideration in the preparation of a similar handbook for this Agency.

25X1 As the result of a request by the Transportation Division, Logistics Office for assistance in connection with a filing problem, and with approval of [redacted] Area Records Officer, one drawer of 25X1 alphabetical name files has been established using standard folders and guides. [redacted] who requested the assistance has expressed his complete satisfaction with the standard folders and is very anxious to convert the remainder of the files. In the course of the conversion approximately 1/3 of the total file material is expected to be retired to the Records Center. An analyst will continue to assist in the overall conversion as time permits.

[redacted]

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Report for Week Ending 29 June 1954 from  
Records Disposition Branch

Project 4-77 - Records Management Survey, Office of Scientific  
Intelligence

No change from previous report.

Project 4-78 - Records Management Survey, Office of General Counsel

No change from previous report. 99%

Project 4-79 - Records Management Survey, Foreign Broadcast Information  
Division

Report on this project will be made by the Records Systems Branch.

Project 4-97 - Records Disposition Handbook

No change from previous report. 25%

Project 4-113 - Records Management Survey, Foreign Documents Division

No change from previous report. 93%

Project 4-116 - Records Management Survey, Security Office

The Records Control Schedule is complete and has been forwarded to the  
Office for comments and formal approval. 83%

Office of the Chief of Operations and Sovmat Staff

An analyst has been assigned to assist the Area Records Officer in the  
preparation and activation of a disposition plan for the records of  
these offices. Form 30-27 has been submitted for the assignment of a  
Project Number.

Arrangements have been made with officials of ORR and OCD for the  
preparation and activation of disposition plans for the records of  
these offices. The projects will begin during the month of August.

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Report For Week Ending 28 June 1954  
RECORDS CENTER BRANCH

Accessioning

The Area Records Officer, DD/P, has inquired about the possibility of transferring about 600 cubic feet of records to the Center. It is understood that these records are presently overseas.

Accessioning activity in terms of number of jobs handled is now 4 months ahead of last calendar year.

During this week the following accessions were received:

Logistics	25 cubic feet
OSI	3 " "
ORR	2 " "
OO	<u>1</u> " "
Total	31 cubic feet

Total accessions to date - 182

Reference

A request for 220 information reports was expedited for OCI. This request required the reproduction of 1000 pages by the Ozalid process and was on its way in half a day.

A complete job of 20 boxes was sent out on loan to the Fiscal Division for use in a special project.

The National Intelligence Survey Returns Report for the second quarter of 1954 has been completed. This report indicates that 7,185 less documents were returned for this quarter as compared to the previous quarter. However, the number of returns is still considered to be high being 14,050 for this quarter.

General

25X1  Physical Security, will inspect  as requested and offer suggestions regarding the most suitable type of locks for the area gates.

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Report for Week Ending 29 June 1954 from  
REPORTS AND CORRESPONDENCE MANAGEMENT BRANCH

Project 4-91 - Review of Records Management Program, Logistics  
Office

- a. Reports Management - Target date for launching the Program moved forward to mid July pending completion of organization and staffing study now in process. 20%
- b. Correspondence Management - Reviewed reading files of Real Estate and Construction Division. Extracted 28 repetitive letters and memorandums adaptable to form letter and pattern correspondence treatment and the use of a correspondex. Review is 60% complete.

Project 4-94 - Office of the Comptroller Reports Management Program

25X1 [ ] reported that the Deputy Comptroller had not completed his review of the proposed guides for installing the program. 23%

Project 4-98 - Correspondence Handbook

Redrafting and typing of final copy continuing. Project is 88% complete.

General Information

Completed the evaluation of the employee suggestion on procurement of higher quality sterile paper and typewriter erasers.

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Report for Week Ending 29 June 1954 from  
Forms Management Branch

Project 4-85 - FI Information Reports

All production difficulties have been solved and it has been agreed that the master is acceptable for field testing. Shipping instructions should be furnished the warehouse this week. Project is 45% complete.

Project 4-86 - Forms Index

Index is in process of production in Reproduction Plant. Project is 72% complete.

Project 4-95 - Forms Management Handbook

No action this week. Project is 21% complete.

Project 4-103 - Preparation of Final Type Forms Copy By Forms Management Branch

No action this week. Project is 10% complete.

Change in Forms Numbering System

25X1 This project, previously branch project #18, was suspended 26 January 54 by [ ] Chief, General Services Office. It has since been re-activated and a poll of the Area Records Officers of the Security Office, Training, OCD, Personnel, OO/C, Commo. and Logistics has been conducted to obtain customer reaction to the proposed change from a base and secondary series of numbering to a straight numerical series. All individuals polled concurred in the proposed change, as has [ ] of the Regulations Control Staff and [ ] Upon approval of [ ] 25X1  
25X1 [ ] this change will be placed in effect, preferably as of 1 July 54. Plans have been made for an orderly integration of new numbers, cocurrent with approval of new forms or the revision of existing forms. Where forms are not prescribed by directives, or as expedient changes will be made at time of reprint. Care will be exercised to see that operations are not hampered or any undue burden placed on operating officials.

Contact and Liaison with Area Records Officers

In addition to the poll taken of Area Records Officers in conjunction with the proposed change in the forms numbering system, plans for the Forms Management Program in the Security and Logistics Offices were discussed in some detail with the Area Records Officers concerned. Little actual work has been done by either of these offices in conjunction with forms inasmuch as they have been faced with more pressing demands in other phases of the Records Management Program.

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### Study of Stocked Forms Supply System

25X1 The Logistics Office is still concerned with the problem of sanitizing forms for use overseas. Despite previous written and verbal assurances that security is not jeopardized by allowing form numbers to remain on forms sent overseas, [ ] of that office is still dubious. He has requested a memorandum reiterating our previous position to be signed off on by the Security Office. Such a memorandum will be furnished.

### Study of OO Information Reports

Previous delays in processing the requisition for the new OO Information Report form were discussed with [ ] last week. With the resolving of production difficulties on the FI Information Report action has now been taken to draft specifications for the OO Report. Specifications should be resolved and released to the printer on or about the 1st of July.

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### Clearance for Civilian Contractors

25X1 On 25 June details of requested information to be submitted on his Personnel Security Questionnaire were discussed with [ ]  
25X1 [ ] On 28 June the completed questionnaire of [ ] was forwarded to the Security Office with request for a secret security clearance.

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### Employee Suggestion #799 - Multi Copy Carbonless Form Paper

25X1 Sample copies of three part tabulating paper for use on IBM equipment were secured from [ ] for transmittal to [ ] of Machine Records Division, Office of the Comptroller for his comments.

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### Fire Evacuation Plan

25X1 [ ] Deputy Building Evacuation Officer has been requested to prepare a draft of a fire plan [ ] Copy of the Curie Hall plan has been furnished him as a guide.

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### General Activities

A red card 3" x 1½" marked "PRIORITY", which was originally requested by ORR for internal use, has been determined to have Agency-wide application. It will now be stocked by all Building Supply Offices for use throughout the Agency. The Supply Office of Logistics has agreed to inform users of its availability in their monthly supply bulletin.

A number of employee suggestions have been received and commented on, one of which through a simple procedural change in the utilization of a form will result in an estimated savings of approximately 1000 man hours per year.

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Numerous directives prescribing or implementing the use of forms have been received and processed during the week. This phase of our work load is growing increasingly heavy. Considerable difficulty has been encountered in the proper timing and correlation of forms and directives originated by boards and committees dealing with personnel matters. However, it is believed that this matter has now been resolved through several conversations between [redacted] and [redacted] of this office with certain key officials in the Personnel Office.

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Summary of Individual Forms Actions

	No of Requisitions	No of Copies
New	5	18,200
Revisions	1	2,000
Reprints	2	3,100
	<u>8</u>	<u>23,300</u>

25X1

